



DMR-MARINE PATROL OFFICER I (PRIVATE)

CHARACTERISTICS OF WORK:

This is entry-level work enforcing the laws, rules, regulations, and ordinances regarding the protection, propagation, preservation, and conservation of marine life in the saltwater of the State of Mississippi and coastal wetlands in the Mississippi Coastal Zone. Duties include patrolling in a boating vessel or vehicle the tidal coastal marsh and wetlands and in the Mississippi coastal waters to enforce laws related to commercial and recreational harvesting, processing, transporting, marketing, coastal wetlands permitting, marine litter, seafood sanitation, and boating and water safety. Incumbents are also responsible for the effective prosecution of violators through courts of law. Enforcement powers are conferred by State and Federal statute, and incumbents utilize these powers in the execution of their duties and responsibilities, as well as in assisting other state, federal, and local law enforcement and regulatory agencies. Incumbents are assigned to a geographic area, working 10-12 hours per day on a 28-day work cycle, working on holidays, weekends, and nights. The incumbent performs fieldwork under the close supervision of a more senior level officer, who has considerable latitude for exercising independent judgment over the incumbent's work. The DMR-Marine Patrol Officer I reports directly to a DMR-Marine Patrol Officer V or designee.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Graduation from a standard four-year high school or equivalent (GED).

AND

License:

Possession of a valid MS Driver's License or a valid Driver's License from a contiguous state.

Document Required:

Applicant must provide the hiring agency a copy of his/her MS Driver's License.

Special Requirements; as determined by the Employing Agency:

Applicant must be at least twenty-one (21) years of age at time of appointment; be thoroughly familiar with the seafood business; successfully complete the Mississippi Law Enforcement Training Officers' Training Academy within six (6) months of hire; have a valid Mississippi drivers' license; be required to attend additional advanced courses in law enforcement in order that they will be properly improved and trained in the modern, technical advances of law enforcement; meet any and all minimum standards of employment as set forth by the Board of Law Enforcement Officers Standards and Training; have neither a conviction nor a plea of guilty or nolo contendere for a felony or a misdemeanor involving moral turpitude; have not been discharged under conditions other than honorable from any branch of the U.S. armed forces; receive a favorable background investigation report; upon appointment and on a scheduled basis, pass a physical examination conducted by a licensed physician and meet minimum physical qualification standards; and upon appointment and on a random selection basis, pass an alcohol/drug test conducted by a certified laboratory.

Note:

Continued employment is contingent upon successful completion within the first six months employment of the Basic Curriculum approved by the Mississippi Board of Law Enforcement Officers Standards and Training and successful completion of pre-defined requalification standards on a continuing basis. Continued employment is also contingent upon being able to demonstrate swimming skills at a prescribed level equivalent to the American Red Cross Basic Swimming skill level.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Very Heavy Work: May frequently exert force equivalent to lifting over 50 pounds and/or occasionally exert force over that required to lift 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Technical Proficiency: The ability and willingness to exhibit competency in the technical area needed to effectively and efficiently do a specific job.

Exhibits an understanding of the agency mission. Properly enforces all federal, state, and local laws, agency regulations, rules, and ordinances. Recognizes sensitive information and keeps it confidential and consistent with the law. Prepares written reports and records documenting activities and/or incidents in proper form and within established time frames. Conducts investigations of violations of law and makes affidavits, arrests, and serves papers as required. Effectively performs interviews in accordance with established policies in order to gain necessary information during an investigation. Performs routine inspections of vessels on coastal marine waters and land. Possesses a thorough knowledge of the operation of assigned equipment. Ensures equipment and instruments are properly maintained. Understands and properly uses agency software and equipment required in order to perform the job. Effectively participates in technical training, continuing education, mentoring from higher-level enforcement officers, and individual professional development. Demonstrates skill in using firearms. Properly executes all emergency protocols. Is able to identify coastal and wetlands hazards and react in a manner that causes a minimum of harm. Conducts and/or participates in Boat and Water Safety classes or other related outreach activities.

Stakeholder Interactions: The ability and willingness to appropriately interact and communicate effectively with stakeholders.

Provides stakeholders with the proper information concerning rules and regulations affecting Mississippi's coastal resources. Advocates the agency mission and goals in all interactions with all stakeholders. Demonstrates the ability to interact appropriately at all times with a variety of people in a variety of situations exercising tact, judgment, and discretion. Interacts well with other DMR employees to accomplish goals. Builds liaisons and demonstrates the ability to work with various other law enforcement agencies, public officials, and other concerned groups.

Analytical Problem Solving: The ability and willingness to identify and solve problems using knowledge and logic to address issues critical to the accomplishment of the job in an effective and efficient manner.

Processes information from various resources in order to develop leads, resolve situations, and solve cases. Exhibits the ability to identify alternatives and make difficult decisions in the course of performing one's duty, making the best decision based on overall totality of the circumstances. Manages difficult people and identifies and diffuses conflict situations in an appropriate manner.

Professional Maturity: Possesses the capacities and aptitudes, acquired by means of personal or professional experiences, which enable functions to be fulfilled and the employee to deal with situations in the workplace in a professional manner.

Maintains a professional demeanor while performing duties such as executing search & seizure warrants, making arrests, and testifying in court or administrative hearings in accordance with federal and state laws and agency SOP's. Organizes and utilizes resources to achieve desired results within defined specifications and in a timely manner with a minimal amount of supervision. Takes responsibility for actions and exercises good officer discretion. Follows the prescribed dress and appearance guidelines. Exhibits the ability to handle multiple issues and projects concurrently and effectively prioritizes tasks in order to meet deadlines. Plans for, organizes, and utilizes resources and information in order to effectively and efficiently execute daily activities.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Serves as lead marine law enforcement personnel within the Mississippi Coastal Zone, providing effective enforcement of all rules, regulations, ordinances, and laws pertaining to: commercial and recreational harvesting, processing, transporting, and marketing of seafood and marine aquatic life; coastal wetlands permitting; derelict vessel removal; marine litter, boating and water safety; and provides effective prosecution of violators through courts of law.
2. Minimizes the loss of life, personal injury, property damage, and environmental impact on coastal and marine waters.
3. Provides public relations and education regarding marine law enforcement, marine resources, and marine conservation.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Patrols offshore in the Mississippi coastal waters and in the tidal coastal marsh and wetlands, operating a motor vessel.

Participates in search and rescue activities, including scuba diving, for persons reported overboard, drowning victims, and recovery of evidence.

Provides an overt presence at all maritime events within the coastal zone that will improve policing and result in higher levels of voluntary compliance.

Investigates maritime theft and boating accidents in the waters of the Mississippi Coastal Zone.

Carries and uses, if necessary, a firearm or other weapon, concealed or otherwise.

Investigates all persons, corporations, and otherwise who are alleged to have violated any laws and makes affidavits, arrests, and serves papers of any court of jurisdiction, when the same are in connection with the enforcement of the seafood laws of the State of Mississippi.

Boards, searches, inspects, and seizes catch, fishing gear, vessel, or vehicle license and performs boating and water safety inspections, in and off the water, without warrant, during routine patrol on coastal marine waters and land.

Confiscates and disposes of seized marine aquatic life and/or net or paraphernalia used or employed in connection with a violation or arranges for its safe-keeping if needed as evidence.

Inspects suspected coastal wetlands permit violations and issues citations and cease and desist orders, as necessary.

Provides security and safety escort in Mississippi coastal waters for barges and transport and passenger ships, as requested or needed.

Assists federal, state, and local officials in matters involving natural disasters, civil disturbances, drownings, and other related activities.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.